

August, 2013  
PLANNING AND DEVELOPMENT

# ***SETTING UP A LICENSED CHILD CARE FACILITY***

**THIS PAMPHLET IS FOR GENERAL GUIDANCE ONLY.  
IT DOES NOT REPLACE BY-LAWS OR OTHER LEGAL DOCUMENTS.**

The purpose of this guide is to provide general information about the City of Surrey's requirements related to setting up a licensed child care centre. Please note this information is subject to change.

## **Requirements at a Glance**

Child care centres with 3 or more children must:

- Be licensed by Fraser Health Authority, Community Care Facilities Licensing;
- Meet the City of Surrey's zoning regulations; and
- Meet the requirements of the BC Building Code (Building, Fire and Electrical Code regulations).

Child care facilities **do not** need a business license under the current Surrey Business License By-law.

# Licensing Application and Approval Process

**Provincial law requires all child care facilities serving 3 or more children to be licensed.** The Fraser Health Authority is responsible for licensing child care centres located in Surrey.

Before proceeding with the Fraser Health Authority's (FHA) licensing application process, you are advised to check that your proposed child care complies with the City of Surrey's zoning regulations. (See page 4 of this bulletin for information on zoning.)

## CHILD CARE LICENSING PROCESS

1. If you will be caring for three or more children, who are not related to you by blood or marriage, you must have a community care facility licence.
2. Purchase an application package from the FHA Community Care Facilities Licensing Office. After completing the application form, submit it to FHA for processing.
3. Once your application has been submitted to the Community Care Facilities Licensing Office it will get forwarded to the City of Surrey's Planning and Development Department, Building Division. Please ensure that all the rooms to be used for the proposed child care are clearly labelled on the floor plans submitted with your application form.

Within 5 to 10 business days of receiving your application from FHA Licensing, **the City will contact you to make an appointment to inspect your proposed facility. Inspection fee payment is required before any City inspection.** Inspection fees can be paid [on-line](https://www.surrey.ca/city-services/12862.aspx) or in-person at City Hall (visit <https://www.surrey.ca/city-services/12862.aspx> for more information on inspection fees). Please note: FHA will conduct a separate inspection.

To avoid delays, make sure the zoning of your proposed facility permits a child care use for the number of children requested, and check that all building and construction work (including electrical work) has a City permit, where a permit is required.

After the inspection, the City will forward the results directly to the Community Care Facilities Licensing office, with a copy to you. The Licensing Officer will then contact you to complete the application process.

4. If your facility does not pass the City inspection, the applicant is responsible for making the required upgrades/changes. A building permit is required for any upgrades/changes to the residence or facility. Please refer to the City of Surrey's [Guide to Assembly Occupancies within an Existing Building](#) for more information.

For further information on child care licensing requirements please contact:

### Fraser Health Authority

Community Care Facilities Licensing Office  
Central City Tower  
#100 – 13450 102 Ave  
Surrey, BC  
604.930.5405

[www.fraserhealth.ca/your\\_environment](http://www.fraserhealth.ca/your_environment)



## City of Surrey: Zoning Regulations

Child care facilities are located throughout Surrey. For example, they are located in people's homes, in community and recreation centres, in commercial buildings that have converted space into child care centres, or in multi-purpose rooms in places of worship.

It is important to know the zoning of the property where the proposed child care facility will be located. The zoning of the property will determine whether a child care facility can be operated from a specific property, as well as the maximum number of children that can be accommodated.

For further information on zoning requirements please contact:

**City of Surrey: Planning  
Division Counter**

Planning & Development  
Monday – Friday | 8:30 – 4:30pm  
P: 604.591.4448

### CHILD CARE FACILITIES FOR 8 CHILDREN OR LESS

Licensed child care facilities, accommodating eight children or less, are permitted in *any* residential zone.

In addition to the child care (with up to 8 children), someone must live in the residence.

A child care facility can only be operated in a rented/occupied secondary suite in a single family dwelling if the secondary suite has a finalized building permit and the operator of the child care facility resides in the secondary suite.

A building permit is required for any upgrades/changes to the residence. Please check with the Building Division to ensure that all required permits have been issued and finalized.

## CHILD CARE FACILITIES FOR MORE THAN 8 CHILDREN

If the proposed child care facility is located in a zone that permits child care facilities for more than 8 children, then no rezoning is required. The following zones permit child care facilities for more than 8 children:

- Child Care Zone (CCR)
- Special Care Housing Zone (RMS-1 and RMS-2)
- Assembly Hall Zone (PA-1 for a maximum of 50 children and PA-2)
- Institutional Zone (PI)
- Neighbourhood Commercial Zone (C5)
- Community Commercial Zone (C8)
- Town Centre Commercial Zone (C15)
- Downtown Commercial Zone (C35)
- Highway Commercial Industrial Zone (CHI)
- Commercial Recreational Zone (CPR)
- Light Impact Industrial Zone (IL and IL-1 as an accessory use)
- Business Park Zone (IB, IB-1 and IB-2 as an accessory use)
- Multiple Residential Zone (RM10 or higher).

Please note: even if a rezoning is not required, the building may still need to be upgraded to meet BC Building Code requirements for child care facilities.

If the proposed child care facility is located in a zone in which a child care facility for more than 8 children is not a permitted use, then the property will need to be **rezoned to a Child Care Zone (CCR)**.

The Child Care Zone (CCR) permits a child care facility of up to 25 children (at any one time) to operate in a residential neighbourhood. It is important to note, that the CCR Zone does not permit a child care centre as a stand-alone use in a single family dwelling; there must also be a residential use, or household living, on the property.

## Rezoning Process

Changing the zoning of a property is called *rezoning*. City Council approval is required to change the zoning of a property. In order to rezone a property, an application must be submitted the City of Surrey's Planning & Development Department.

### Evaluation Criteria

The following is a list of criteria that City staff consider when evaluating whether a particular location is suitable for a residential child care facility.

- Proximity to child-oriented facilities (e.g. schools, parks)
- Not located along an arterial road, on a cul-de-sac, or in a neighbourhood with limited connectivity to major roads
- In an area that does not have an undue concentration of child care centres
- Provides adequate on-site parking for employees and parents (see Parking Requirements section below)
- Provides adequate fencing, screening, setbacks and outdoor play areas

### Pre-Application Stage

Before you submit an application for rezoning, it is recommended that you:

- Contact the Area Planning & Development Division of the Planning & Development Department to arrange a pre-application meeting. At the pre-application meeting, staff will go over the rezoning process and identify potential issues that might come up through the rezoning process; and
- Consult a Registered Professional (i.e. registered architect or engineer) regarding the scope and estimated cost of the work involved to comply with BC Building Code requirements.

At this stage, you may also wish to conduct a survey of the surrounding neighbours to ensure that there is support for the proposed facility.

### Parking Requirements

The CCR Zone requires that there be two parking spaces for the residential use, one parking space per employee, with an equal number of parking spaces for drop-off. A minimum of two parking spaces for drop-off are required.

For example:

<u>Use</u>	<u>Parking requirement</u>
Residential Use	2 spaces
3 Employees	3 spaces
<u>Drop off</u>	<u>3 spaces (equal number as employee parking)</u>
Total	8 spaces

All of the required parking for a child care centre must be able to be accommodated on the property. Off-site and street parking does not count towards the parking calculation.

### Engineering Requirements

The Engineering Department will review the rezoning application. As a condition of approval, the Engineering Department may require service upgrades to the site or road dedication. The Engineering Department may also identify potential concerns regarding driveway locations and driveway widths when evaluating the proposed parking plan.

### City Council Process

Once Planning and Engineering City staff have reviewed the rezoning application, the application is then forwarded to City Council for consideration. During the Public Hearing any member of the public may appear before City Council to support or oppose the application. Council will decide whether or not to rezone the property to a Child Care Zone.

For more information on rezoning please see "[A Guide to Rezoning Your Property](#)". It is available online at <http://www.surrey.ca/city-services/1406.aspx>.

## **BC Building Code Requirements**

The BC Building Code includes Building, Fire and Electrical Code regulations for child care facilities. In order to accommodate a child care, the house or building may need to be upgraded / changed to meet these requirements.

For information on the BC Building Code requirements and the City of Surrey's Building Permit application process please refer to the Building Department's guide for child care facilities available at: <http://www.surrey.ca/files/ChildCareFacility.pdf>

For further information on  
Building Code requirements  
please contact:

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Division Counter**  
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